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UNITED STATES DEPARTMENT OF AGRICULTURE  
Library  
Washington 25, D. C.

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LIBRARY CIRCULAR NO. 4, Revised

Procedure for Acquisition and Inventory of Published Materials Filing in Bureaus of the Department.

I. General

This procedure is concerned with the procurement, processing and inventory of published materials in accordance with Department Regulations 1911, through 1915, and 1917-1918.

Records of Working Tools prepared and maintained in accordance with the Library's instructions replace such property records as were formerly maintained by the various Bureaus. Records of Working Tools maintained in the Library also replace the Library's former Permanent Charge Record for cataloged publications filing indefinitely with individuals or in offices of Bureaus, as all publications held on a Permanent Charge should have been reported on the general Working Tool inventory, due on June 30, 1943.

II. Working Tool Representative

A. The Library will handle all matters pertaining to Working Tools through a representative of the Bureau, hereafter referred to as the Bureau Working Tool Representative. The functions and duties of that representative include the following:

1. Responsibility for approval of requests for Working Tools from both subject-matter and budgetary view-points.
2. Responsibility for proper maintenance of the Bureau record of Working Tools.

B. Alternates for the Bureau Working Tool Representative may be designated when necessary, with the approval of the Librarian. Notification of a change shall be sent promptly to the Librarian.

III. Acquisition of Published materials

A. Published materials for use in Washington may be acquired:

- I. By assigning a copy to the Bureau from Library stock.
2. By purchase from Bureau funds. (This applies only to those Bureaus which have authority to purchase publications for use in Washington.)

3. By purchase from Library funds. (To provide Working Tools to those Bureaus which do not have authority for the purchase of books for use in Washington, the Department Library will allot a specified amount to be spent for Working Tools for that Bureau and will notify each Working Tool Representative of the amount available for his Bureau).
4. By gift.

B. Published materials for use in the field may be acquired:

1. By assigning a copy to the Bureau from Library stock.
2. By purchase from Bureau funds. (Library funds are not to be used for the purchase of Working Tools for field offices.)
3. By gift.

C. Form AD-244, Revised September 20, 1945. (Available from Central Supply)

1. All requests for published materials shall be submitted to the Library on Form AD-244, "Request for Purchase of Publication". All requests, before they are sent to the Library should be routed through the appropriate procurement channels prescribed by each Bureau and signed by the Bureau Working Tool Representative in space 16 on Form AD-244. The Library requires only one copy of Form AD-244 for its use. Please supply all information available in filling out the AD-244.
2. When the Form AD-244 is received, the Library will determine whether a copy can be supplied from Library stock. If this can be done, the publication will be supplied without cost. However, in most instances the publication must be purchased, and therefore, the appropriation from which the publication is to be obtained must be indicated in space 12 on each Form AD-244. If the Bureau desires the publication only if a copy can be supplied from Library stock, indicate by inserting "Do not purchase" in space 12 of the form AD-244.
3. For all Bureau requests to be paid from Bureau appropriations, the Bureau copies (lemon and salmon) of the order fanfold (See sample p. 7) will be sent to the Working Tool Representative as Bureau records of action taken by the Library.
4. All vouchers covering the purchase of published material are directed to the Library. Vouchers covering subscriptions for newspapers and periodicals chargeable to funds of the requesting Bureau of the Department will be forwarded immediately by the Library to the individual designated in Space 13 on Form AD-244.

Vouchers covering non-periodical publications will be transmitted to the individual designated on Form AD-244, after the Library has been notified that the material has been received. When the voucher has been scheduled for payment by the Bureau, the date should be inserted on the carbon of the transmittal letter forwarded to it by the Library and the carbon copy returned to the Library. Vouchers chargeable to Library funds will be processed in the Library.

5. Publications ordered by the Bureaus are sent either to the Library in Washington for transmittal to the Bureau, or direct to the consignee.

a. For publications sent to the Library in Washington, the Library retains the receipt copy (buff) of the order fanfold, (see sample p. 7) and after the publication has been received and processed, forwards it to the Bureau Working Tool Representative, together with the AD-106.

b. For publications sent direct to the consignee, (newspapers, periodicals, serials and expendable publications) the receipt copy of the order fanfold is forwarded by the Library to the consignee. Upon receipt of the publication (in the case of a periodical or newspaper, the first issue) the consignee shall date and sign the receipt copy of the order fanfold and return it to his Bureau Working Tool Representative who shall forward it to the Library. If the publication is coded as W.T. under "type" on the order fanfold, Form AD-106 shall be prepared by the Working Tool Representative and at least two copies, the original and a carbon, shall be forwarded to the Library, together with the receipt copy of the order fanfold (see sample p. 7 and instructions in section V-B).

#### IV. Inventory of Working Tools

Working Tools include all published materials owned by the Department regardless of the funds from which purchased, whether previously cataloged and classified by the Department Library or not, which are on file in offices of the Department in Washington or in the field. Publications received as gifts by a Bureau, or by an individual in his official capacity are also to be reported as Working Tools (See Department Regulation 1913). The only publications which do not have to be listed on inventory are U.S.D.A. Regulations, all expendable publications (See Department Regulation 1911 for definition) and unbound periodicals less than five years old.

##### A. Date for Inventory Reports.

The first inventory report of Working Tools filing in all of the offices both in Washington and in the field of each Bureau of the Department was due on June 30, 1943. Inventory of publications is required by Department Regulation 1915.

An annual review, submitted by the Working Tool Representative of the Working Tools in each Bureau is due on February 15th of each year. This review shall be taken for the purpose of:

1. Confirming the continuing need for all publications assigned as Working Tools or returning to the Department Library publications no longer needed. (See Section VIII for procedure for returning publications.)
2. Reporting any variations in the inventory, such as missing publications or additions from any source which have not been covered by Form AD-106 during the period under review. (See Section IX for the procedure for reporting lost Working Tools).
3. Reporting any changes from the classification of expendable to non-expendable, such as the binding of current periodicals or the retention of unbound serial publications which have become more than five years old.

If the procedures for reporting additions and deletions during the year as outlined in this Circular are followed, the annual review need involve little more than the review to ascertain whether or not all publications should continue to be assigned. A complete new inventory need not be prepared. Additions should be reported on AD-106 forms giving the information outlined in Section IV-B.

#### B. Inventory Procedure

A record of the first inventory shall be sent to the Department Library in duplicate on Form AD-113. (Available from Central Supply).

The following information shall be given for the items reported on inventory:

1. AUTHOR. Author's surname shall be given first, followed by his initials. If the publication is issued by a government agency, give the name of that issuing office.
2. TITLE. Title shall be given as it appears on the title-page.
3. DATE OF PUBLICATION. This is found usually at the bottom of the title-page. If date of publication is not given at the bottom of the title-page, list the copyright date as printed on the back of the title-page.
4. EDITION. If the edition is other than the first, indicate the edition printed on the title-page.

5. LIBRARY CALL NUMBER. This shall be given for those books on which a call number appears. The call number is a classification number which appears on the bookplate pasted on the inside of the front cover and also on the spine of the book near the bottom. When the spine of the book is too thin to carry the call number, it will be on the upper left corner of the cover.

6. ACCESSION NUMBER. This is a serial number, which if it is in the book, will appear at the top of the page following the title-page. The Library is interested only in the Library accession number which may be in the book. Do not confuse the Library accession number with the Bureau property number which may be in the book, as the latter should not be listed.

7. PERIODICALS. Be sure to state if BOUND or UNBOUND. List each bound volume separately, or if one volume is bound with another, so state. As with the other publications, list the accession number if any appears in the volume.

Correct: Journal of forestry.

v.1-2 bound together  
v.3 bound  
v.4 bound  
v.5 unbound  
v.6 unbound

Incorrect: Journal of forestry. v.1-6

In the latter instance the information is insufficient because it fails to inform the Library whether these volumes are bound or unbound, and if bound, which volumes are bound together.

Example of method for reporting a publication on the first inventory which is to be sent in on AD-113 sheets in duplicate.

Call No.	author	title	edition	publication date
309	Radley, J. A.	Starch and its derivatives.	Ed. 2	1943.
R112			436025	
Ed. 2			Accession no.	

Sample of Form AD-106 for Reporting Current Acquisitions

Lyon, T. L. & Buckman, H. O. (Item) The nature and properties of soils. Ed. 4 1943	Accession No.
Division	Class
On Charge to:	Pur. Order No.
	Vol. No.
	Vol. Date
	Cost

Soil Conservation Service  
Region 2

AD-106 Property Record Card.

V. Procedure for Reporting Current Acquisitions

A. Publications Received Through the Department Library

When required by Library procedure, publications received through the Department Library are assigned accession numbers, and bookplates and Forms AD-106 ("Property record") are prepared in the Working Tool Unit of the Library for transmittal with the publications to the Working Tool Representative.

B. Publications Received Direct from the Publisher

Publications received by the consignee direct from the publisher, as well as any other new acquisitions not received from the Library (by gift, for example) and for which no Forms AD-106 have been received from the Library, shall be reported to the Library by the Working Tool Representative as soon as received.

I. For material procured through the Library, the received copy of the order fanfold will be sent by the consignee to the Working Tool Representative for forwarding to the Library. At that time the Working Tool Representative shall have the necessary copies of the Form AD-106 prepared for all items for which the symbol WT appears after the word "Type" on the received copy of the fanfold (See sample p. 7). At least two copies, the original and a carbon of the Form AD-106, shall be sent with the received order fanfold to the Department Library. When the WT symbol is not present only the received copy of the order fanfold need be sent. Current newspapers, current periodicals, and expendables are not coded WT since they need not be reported on inventory.

2. For material received as gifts (not through the Library) by a Bureau or by an individual in his official capacity, Form AD-106 shall be prepared and forwarded to the Library by the Working Tool Representative upon notification by recipient of receipt of the gift.

Sample Order Fanfold

(Bureau copies are lemon and salmon; receipt copy is buff colored):

U. S. D. A. LIBRARY, WASHINGTON 25, D. C. ORDER NUMBER  
Please supply the following publication to the address noted on the back of this order. 00000

Millar, Charles Ernest  
Fundamentals of Soil Science. 1945

Ordered from: Wiley & Sons Date: 2-1-45 Ralph R. Shaw.  
The Librarian

Information below this line for Library use only.

B. No. \_\_\_\_\_ Aprr. \_\_\_\_\_ Proj. \_\_\_\_\_

Dest. Type WT 100% Cl.

L. C. Call No. 1

## VI. Procedure for Handling Bookplates and Accession Numbers

Bookplates and accession numbers, when required by Library Procedure, are assigned to all Working Tools reported by the Working Tool Representative which have not been previously accessioned by the Library. The bookplates are forwarded to the Working Tool Representative for pasting on the inside of the front cover of the publication. The accession number, as found on the bookplate and Form AD-106, shall be copied in ink at the top of the page following the title-page of the publication. If there is a Library accession number (not Bureau property number) already there, that number shall be transferred to the AD-106 forms and the forms returned to the Library.

Publications which have Department Library bookplates already in them and for which no new bookplates are issued shall have the bookplate marked WT next to the call number.

No bookplate is supplied when an accession number is not assigned. In such cases, W.T. shall be written on the cover.

## VII. Indefinite Loans.

Department Regulation 1915 specifies that "When the Department Library has only one copy of a publication, it may be assigned as a Working Tool only in exceptional cases." Such publications are, for purposes of differentiation, designated as "Indefinite Loans" because unlike usual Working Tools, they are subject to immediate recall.

In those rare cases in which at the request (accompanied by written justification) of the Working Tool Representative the only copy is assigned with the Librarian's approval to file with an individual for periods longer than the usual loan period, it will be charged on Form AD-106 which must bear the name, room number and telephone number of the individual with whom it files. In such instances, the Form AD-106 and the bookplate for the publication will be marked "Indefinite Loan. Subject to immediate recall". "Indefinite Loans" shall be available to others when needed and such publications must be supplied promptly upon request of the Library. Failure to comply within 48 hours after request from the Library may result in cancellation of all "Indefinite Loan" privileges of the individual with whom filing. The Library will return promptly all "Indefinite Loans" borrowed. Publications assigned as Working Tools will be recalled by the Library only in emergencies. (See Department Regulation 1915).

## VIII. Return of Working Tools and Indefinite Loans

All unneeded Working Tools or Indefinite Loans must be returned to the Department Library through the Bureau Working Tool Representative and the responsibility of the Bureau for the publications is not transferred unless such a procedure is followed.

### A. Surplus Publications Never Reported on Inventory

Surplus publications shall be returned to the Department Library, Washington 25, D. C. by the Working Tool Representative with a transmittal note stating that the items are surplus and were never reported on a Working Tool inventory.

### B. Working Tools No Longer Needed.

The Working Tool Representative shall return to the Working Tool Unit of the Department Library, Washington 25, D. C., volumes no longer needed as Working Tools, together with the Bureau copies of the Forms AD-106 and a transmittal note.

The Library will receipt and return to the Working Tool Representative the Library copy of the Form AD-106. When more than one volume is listed on a single Form AD-106 and all volumes are not being returned, the old form will be sent back received for the volume or volumes returned, with a new Form AD-106 issued for the volumes retained.

If Forms AD-106 have not been received from the Library, the volume and note of transmittal shall be forwarded to the Working Tool Unit. The Library will prepare a receipt.

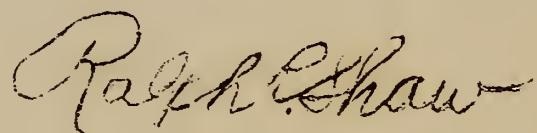
#### IX. Reporting of Lost Working Tools

The Working Tool Representative shall report lost Working Tools or "Indefinite Loans" by sending to the Department Library, Washington 25, D. C., the Bureau copies of the Forms AD-106 with a transmittal note. If book-plates sent with the forms have never been pasted in due to loss of the volumes for which they were intended, they shall be returned with the Form AD-106.

The Library will cancel the Library copy of the AD-106 form and return it to the Working Tool Representative. When more than one volume of a title is listed on a single Form AD-106, and all volumes are not reported as "lost", the old Form AD-106 will be cancelled and a new AD-106 form issued for the volumes still on file.

If the AD-106 form has not yet been received from the Library, a written notification of the loss shall be sent.

Replacements shall be purchased by the Bureau, under the provision of Department Regulations 1914-1916. For "Indefinite Loans" a Form AD-244 shall accompany the transmittal note.



Ralph R. Shaw  
The Librarian

